

# Associate Construction Analyst

## California State Personnel Board Specification

- **Schematic Code:** IQ30
- **Class Code:** 4106
- **Established:** 09/24/1954
- **Revised:** 10/19/1961
- **Title Changed:** --

### Definition

Under direction, to perform responsible and complex construction analysis work in administering the State capital outlay program; and to do other related work.

### Typical Tasks

Analyzes, reviews and makes independent recommendations on major capital outlay requests of State agencies in relation to established standards; makes investigations and prepares recommendations on general architectural and economic standards for State construction policy; studies and gathers data in preparing architectural and construction standards for size, type and costs of structures, methods of construction and optimum space utilization in relation to the functional and operational needs of agency programs; makes analyses and investigations, develops facts and prepares reports on priority or acceptability of requested projects for inclusion in the budget; prepares requests to the Office of the State Architect outlining legislative intent on scope and standards of proposed construction for the preparation of schematic preliminaries; confers as directed with State agencies on construction requests and needs; prepares reports and dictates correspondence.

### Minimum Qualifications

**Experience:** Three years of varied experience in the architectural planning, design, construction or estimating of major buildings, at least two years of which shall have been in the independent performance of work of average difficulty in any of the above fields. (Experience in the California state service to be applied toward this specialized requirement must have been in a class at a level of responsibility at least equivalent to an Assistant Estimator of Building Construction or an Architectural Assistant.) and

**Education:** Equivalent to graduation from college preferably with major work in architecture, engineering or business administration. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### Knowledge and Abilities

**Knowledge of:** Principles of planning and designing major public buildings and groups of buildings and architectural and building costs and materials; building codes; State capital outlay procedures and budgeting; purposes, functions and construction programs of State agencies; structural and mechanical engineering as related to buildings.

**Ability to:** Analyze construction programs and make appropriate recommendations; gather data, prepare reports and draw sound conclusions in the development of construction standards; establish and maintain cooperative relationships with those contacted in the work; speak and write effectively.

Updated 6/3/2012